Creating Basic Reports

CAIRS Reference Manual

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Introduction

Purpose of the Course

This course focuses on introducing you to the various basic report options available from the **CAIRS BASIC REPORTS** module. You will learn how to effectively use various edit boxes and operators to specify the subset of 5484.3 forms you want included in the selected report. In addition, at the end of each section, you will find a step-by-step tutorial that guides you through the steps to create each report. You will also find exercises that will help reinforce the concepts covered in that section.

Objectives

Upon completion of this class, you will be able to perform the following activities:

▸ Access the **CAIRS BASIC REPORTS** module and explain each of the report options

▸ Effectively use the wildcard operator, logical operators, and range operator to select the set of 5484.3 forms that will be used for the specified report

▸ Correctly create various reports when given specific scenarios

A Note Regarding Rates

Many of the output reports included in the Basic Reports module include system calculated rates such as the Total Recordable Case (TRC) rate or the Vehicle Accident rate. You should be aware that these rates are based on summary data that is periodically updated rather than on live data. As the CAIRS data is constantly being updated, the summary data will lag slightly behind the live data. This should not generally have a significant effect on the rates. However, if you manually calculate rates from counts obtained from other CAIRS options, you may see some variations.

CAIRS Basic Reports

The **CAIRS BASIC REPORTS** module is the *intermediate* level of access to the CAIRS database, and contains accident forms, exposure information, property damage descriptions, and performance indices. To access the **CAIRS BASIC REPORTS** module, click the **Basic Reports** link from the **CAIRS DATABASE MODULES** page. You will see the screen displayed in **Figure 1**.

Figure 1 - The **CAIRS BASIC REPORTS** module.

Accessing CAIRS Basic Reports On-Line Help

To access **CAIRS BASIC REPORTS** on-line help, simply click the Help icon 🔲 . Your browser will open a new window containing the help information for the specific area in which you are presently working. When you are finished with the on-line help, close that browser window by selecting **Close** from the **FILE** menu. This will return you to CAIRS.

DOE F 5484.3

The **DOE F 5484.3** hyperlink allows you to access specified U. S. Department of Energy Individual Accident/Incident Reports. When you click this link, you will see the selection screen displayed in **Figure 2**.
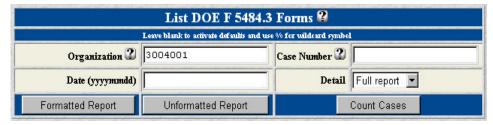
Figure 2 - The **DOE F 5484.3** selection screen

From this screen, you may define which reports are included in the returned list of reports by specifying three parameters: organization, case number, and date. In addition, you may indicate whether you want to view the full 5484.3 report (the default), just the front, or just the back. To access **DOE F 5484.3** on-line help, simply click the Help icon 🔲 next to the heading, **List DOE F 5484.3 Form**.

Organization

You may specify one or more organizations by entering an organization code or range of organization codes in the **ORGANIZATION** edit box.

NOTE

If you leave the **ORGANIZATION** edit box blank, the selection will default to the organization(s) under your jurisdiction.

The **ORGANIZATION** edit box allows the use of a wildcard operator (%); logical operators *and*, *or*, and *not*; a range operator *between*; and the relational operators <, >, <=, >=, =, and <>. Examples of each type are included in the following table.

Example Entry	Explanation
050%	All organizations whose codes begin with 050 (Albuquerque Office, Service Subs, Transportation Division, and Central Training Academy).
0501001 and 0502209	Although *and* will not cause an error, it is illogical to use it in this instance since the same case cannot be reported in two organizations.
0501001 or 0502209	Either organization 0501001 or 0502209 (Albuquerque Office or the Central Training Academy).
05% and not 0502209	All organizations starting with 05 except 0502209 (all Albuquerque except the Central Training Academy).
between 0540001 and 0544006	All organizations with codes between 0540001 and 0544006 (Los Alamos).
<= '0502209'	All organizations with codes less than or equal to 0502209.

NOTE A detailed explanation of all CAIRS operators (logical, wildcard, range and relational operators) may be found in the **CAIRS ON-LINE HELP**.

NOTE A listing of all reporting organizations within DOE may be accessed by clicking on the Help icon next to the word, **Organization**.

Case Number

For each reporting organization, CAIRS cases are numbered beginning with the four digits of the year and then consecutively beginning at 001 up to 999. Therefore, a valid case number may look like one of the following: 1995001, 1996025, 1997089.

NOTE In any given year, many reporting organizations will have identical case numbers. Any single case is fully specified by an organization code and a case number.

You may select a specific case by entering a case number in the **CASE NUMBER** edit box.

NOTE If you leave the **CASE NUMBER** edit box blank, the default is *all cases*. The **CASE NUMBER** edit box allows the use of all operators as shown in the table below.

Example Entry	Explanation
1995%	All cases whose case number begins with 1995 (indicating the date of occurrence was during 1995).
1995% and 1996%	Although *and* will not cause an error, it is illogical to use it in this instance because a single case number cannot begin with the year 1995 and the year 1996.
1995001 or 1995002	Cases numbered either 1995001 or 1995002.
1995% and not 1995010	All case numbers that begin with 1995 except 1995010.
between 1995001 and 1996001	All cases between 1995001 and 1996001.
> '1997001'	All cases with numbers greater than 1997001.

Date (yyyymmdd)

You may enter a date or a date range in the **DATE** edit box using the same wildcard characters and Boolean operators described above.

NOTE

Examples of acceptable entries in the **DATE** edit box would include:

199%   **199% and not 1995%**
1996% or 1997%   **between 19940101 and 19940131**
>= '19970101'

An example of an unacceptable entry in the **DATE** edit box would be **1993% and 1994%,** because a single accident cannot occur in two different years. No reports will be returned.

NOTE

If you leave the **DATE** edit box blank, the selection will default to the past twelve months.

Detail

The **DETAIL** drop down menu allows you to specify the level of detail in which you are interested when viewing CAIRS reports. You may choose **Full report** (the default), **Front only**, or **Back only**.

The Formatted Report, Unformatted Report, and Count Cases Command Buttons

Once the above selections are made, they are processed by clicking one of the command buttons found at the bottom: **FORMATTED REPORT**, **UNFORMATTED REPORT** or **COUNT CASES** command button.

When the **FORMATTED REPORT** command button is clicked, a listing of 5484.3 forms that meet the specified criteria is generated and displayed in a formatted table (see **Figure 3**).

Figure 3 - A listing of all 5484.3 forms that meet the specified criteria, formatted.

When the **UNFORMATTED REPORT** command button is clicked, a listing of 5484.3 forms that meet the specified criteria is generated and displayed in plain text (see **Figure 4**).

Figure 4 - A listing of all 5484.3 forms that meet the specified criteria, unformatted.

As you can see, the following information is displayed in **Figures 3** and **4**:

▸   Organization
▸   Case Number (Case ID)
▸   Date of occurrence (Accident Date)
▸   One-line Description
▸   Date the report was last modified in CAIRS (Date of Last Revision)

N O T E   The one-line description is hyperlinked to the individual case records.

When the **COUNT CASES** command button is clicked, the system counts the number of cases selected. The screen is then recreated with the count displayed at the top of the selection area, as shown in **Figure 5**.
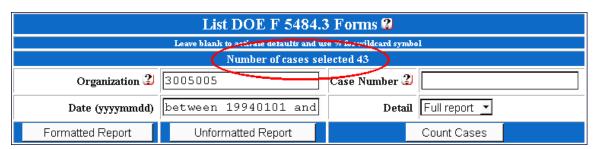
Figure 5 - A count of all 5484.3 forms that meet the specified criteria *(in this case, 43).*

Printing a Report

To print a report, simply choose **Print** from the **FILE** menu. You will see a **PRINT** dialogue box. Click the **ALL** radio button, and then click the **OK** command button. The entire report will then be output to your printer.

Step-by-Step	
TUTORIAL	**Creating a DOE F 5484.3 Report**

1. Click the **DOE F 5484.3** hyperlink from the **CAIRS BASIC REPORTS** module.

2. Enter desired information into the **ORGANIZATION**, **CASE NUMBER** and **DATE** edit boxes.

3. Indicate the level of detail in which you are interested by choosing **Full Report, Front Only**, or **Back Only** from the **DETAIL** drop down menu.

4. Click the **FORMATTED REPORT** or **UNFORMATTED REPORT** command button. Your report will be displayed on the screen. (Or, click on the **COUNT CASES** command button to display only the number of cases which meet the specified criteria.)

Exercise 1

As you work, write down the steps you took. These notes will act as a reminder when you take similar actions in the future.

1. Create a **DOE F 5484.3** report that lists all 5484.3 forms for your organization where the occurrence date was during either 1995 or 1996.

2. How many 5484.3 reports were submitted by your organization where the date of occurrence was during July or August 1996?

Workhours & Vehicle Usage

Exposure information (i.e., work hours and vehicle usage) may be displayed either by *summary* (summarized by field office, operation type, or all DOE) or by *organization*.

By Summary

When you click the Workhours and Vehicle Usage **by Summary** link, you will see the selection screen shown in **Figure 6**. To access on-line help, simply click the Help icon ![help] next to the heading, **CAIRS Workhours and Vehicle Usage**.
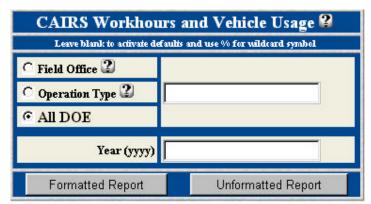
Figure 6 - The selection screen for the **CAIRS WORKHOURS & VEHICLE USAGE BY SUMMARY** report.

From this screen you may specify how you want workhours and vehicle usage information summarized: by **FIELD OFFICE**, **OPERATION TYPE**, or **ALL DOE**. You may also specify a particular year or range of years to include in the report by utilizing the **DATE** edit box.

If you choose to summarize CAIRS workhours and vehicle usage information by Field Office, click the **FIELD OFFICE** radio button and enter a field office code or a range of codes in the edit box using the same operators described on page 3. A list of valid Field Office codes can be found in *Appendix A*. In addition, an on-line listing can be accessed by clicking on the Help icon ![help] next to the words, **Field Office**.

NOTE   If you leave the **FIELD OFFICE** edit box blank, the selection will default to the field office for the reporting organization(s) under your jurisdiction.

If you choose to summarize CAIRS workhours and vehicle usage information by Operation Type, click the **OPERATION TYPE** radio button and enter an operation type code or a range of type codes in the edit box using the same operators described on page 3. A list of valid Operation Type codes can be found in ***Appendix A***. In addition, an on-line listing can be accessed by clicking on the Help icon [?] next to the words, **Operation Type**.

NOTE　　　　　If you leave the **OPERATION TYPE** edit box blank, you will default to all operation types within DOE, not just the operation types for the organizations under your jurisdiction.

If you choose to summarize CAIRS workhours and vehicle usage information by All DOE (the default), click the **ALL DOE** radio button. No information is required for the edit box. *In fact, if you enter anything in the edit box, it will be ignored.*

You may indicate the year or years in which you are interested. Enter a year or year range in the **DATE** edit box using the same operators described on page 3.

NOTE　　　　　If you leave the **DATE** edit box blank, the selection will default to the current calendar year.

Once selections are made, they are processed by clicking on either the **FORMATTED REPORT** or **UNFORMATTED REPORT** command button. When one of these command buttons is clicked, the report is generated and displayed on the screen. For every year reflected in the report, both quarterly (Q1, Q2, Q3, Q4) and total year exposure information is displayed. See **Figure 7** which is a sample **CAIRS WORKHOURS AND VEHICLE USAGE** report, summarized by field office (Albuquerque Operations) for 1995 and 1996.

CAIRS Workhours and Vehicle Usage									
Exposure Type	**Q1**		**Q2**		**Q3**		**Q4**		**Total**	
Total Work Hours	0	16,673,871	0	16,575,768	0	16,537,603	0	16,485,720	0	66,272,962
Aircraft - Fixed Wing	9	1,073	9	1,251	9	1,276	9	930	36	4,530
Buses	2	2,214	2	1,815	2	1,916	2	1,469	2	7,414
Cars,Light Trucks,Vans & Motorcycles	3,338	5,703,895	3,183	4,510,574	3,145	5,073,969	3,317	5,191,551	3,246	20,479,989
Railroad	37	118							37	118
Trucks (1 ton and over)	286	663,452	291	797,415	294	609,665	346	725,498	304	2,796,030
End 1995	Albuquerque Oper.									
Total Work Hours	0	15,089,744	0	15,669,094	0	15,195,198	0	14,376,437	0	60,330,473
Aircraft - Fixed Wing	8	805	8	902	8	1,144	8	782	32	3,633
Buses	2	2,680	2	1,498	2	1,794	2	2,036	2	8,008
Cars,Light Trucks,Vans & Motorcycles	3,324	5,289,040	2,679	5,455,425	2,703	5,450,201	2,683	4,651,167	2,847	20,845,833
Trucks (1 ton and over)	185	489,346	377	821,736	393	731,061	372	616,872	332	2,659,015
End 1996	Albuquerque Oper.									

Figure 7 - Sample **CAIRS WORKHOURS AND VEHICLE USAGE** report, summarized by Field Office (Albuquerque Operations) for 1995 and 1996.

Under each quarter (Q1, Q2, etc.) are two columns. The first column is the total number of items shown in exposure type column (number of aircraft, number of buses, etc.). The second column indicates the total value of the exposure type in its normal unit of measure (hours or miles).

NOTE

The Q1, Q2, Q3, Q4, and Total column headings are hyperlinked to reports that display the same information at the reporting organization level of detail.

Creating a Workhours and Vehicle Usage by Summary Report

TUTORIAL

1.   Click the **Workhours and Vehicle Usage <u>by Summary</u>** hyperlink from the **CAIRS BASIC REPORTS** module.

2.   Click the appropriate radio button to indicate how you want the information summarized: **FIELD OFFICE**, **OPERATION TYPE**, or **ALL DOE**.

3.   If you select either the **FIELD OFFICE** or **OPERATION TYPE** radio button, use the associated edit box to indicate the specific field office(s) or operation type(s) you want to include in the summary report.

4.   Use the **DATE** edit box to indicate the year(s) in which you are interested.

5.   Click the **FORMATTED REPORT** or **UNFORMATTED REPORT** command button. Your report will be displayed on the screen.

Exercise 2

As you work, write down the steps you took. These notes will act as a reminder when you take similar actions in the future.

1. Create a **CAIRS WORKHOURS AND VEHICLE USAGE** report, by Summary, that summarizes All DOE for 1995 and 1996.

2. Create a **CAIRS WORKHOURS AND VEHICLE USAGE** report, by Summary, that summarizes the **Research** Operation Type for 1994.

By Organization

When you click the Workhours and Vehicle Usage **by Organization** link, you will see the selection screen displayed in **Figure 8**. To access on-line help, simply click the Help icon ☒ next to the heading, **CAIRS Workhours and Vehicle Usage by Organization**.

Figure 8 - The selection screen for the **CAIRS WORKHOURS & VEHICLE USAGE BY ORGANIZATION** report.

The **REPORTING ORGANIZATION** edit box is used to specify the reporting organization(s) in which you are interested. You may use all the operators described on page 3 in the **REPORTING ORGANIZATION** edit box. A listing of reporting organizations may be accessed by clicking on the Help icon ☒ next to the words, **Reporting Organization**.

NOTE   If you leave the **REPORTING ORGANIZATION** edit box blank, the selection
                will default to the organization(s) under your jurisdiction.

Indicate the year or years in which you are interested in the **DATE** edit box. You may enter a year or a year range using the same operators described on page 3.

NOTE   If you leave the **DATE** edit box blank, the selection will default to the
                current calendar year.

Once selections are made, they are processed by clicking on either the **FORMATTED REPORT** or **UNFORMATTED REPORT** command button. When one of these command buttons is clicked, the report is generated and displayed on the screen. A sample **CAIRS WORKHOURS AND VEHICLE USAGE** report, by organization, for 1996 is displayed in **Figure 9**.

CAIRS Workhours and Vehicle Usage																		
ORG	Year	Hours	AF		AR		BU		GC		MR		PC		RR		TK	
			Conv	Hours	Conv	Hours	Conv	Miles	Conv	Miles	Conv	Hours	Conv	Miles	Conv	Hours	Conv	Miles
Idaho Field Office	1996	880,270							89	153,693								
Totals Idaho Field Office		880,270								153,693								
LITCO - Production	1996	2,493,094																
Totals LITCO - Production		2,493,094																
LITCO - Research	1996	2,819,139																
Totals LITCO - Research		2,819,139																

Figure 9 - Sample **CAIRS WORKHOURS AND VEHICLE USAGE** report, by organization, for 1996.

Columns for the above report are explained below. A more detailed explanation may be found in **CAIRS ON-LINE HELP**.

ORG - The organization
Year - The year specified
Hours - Total workhours
AF - Aircraft - Fixed Wing
AR - Aircraft - Rotary
BU - Buses
GC - Government Cars, Light Trucks, Vans and Motorcycles
MR - Marine
PC - Private car driven by a government employee
RR - Railroad
TK - Trucks (1 ton and over)
Conv - Number of conveyances
Hours - Hours of operation
Miles - Miles driven

Creating a Workhours and Vehicle Usage by Organization Report

TUTORIAL

1.   Click the **Workhours and Vehicle Usage <u>by Organization</u>** hyperlink from the **CAIRS BASIC REPORTS** module.

2.   Use the **REPORTING ORGANIZATION** edit box to indicate the organization(s) in which you are interested.

3.   Use the **DATE** edit box to indicate the year(s) in which you are interested.

4.   Click the **FORMATTED REPORT** or **UNFORMATTED REPORT** command button. Your report will be displayed on the screen.

Exercise 3

As you work, write down the steps you took. These notes will act as a reminder when you take similar actions in the future.

Create a **CAIRS WORKHOURS AND VEHICLE USAGE** report, by organization, that provides information for your organization for 1994 and 1996.

Property Valuation

To see additional exposure information (i.e., property valuation) by organization, operation type, or all DOE, select the **Property Valuation** hyperlink from the **CAIRS BASIC REPORTS** module. You will see the selection screen shown in **Figure 10**. To access on-line help, simply click the Help icon next to the heading, **CAIRS Property Valuation**.
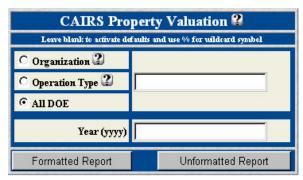
Figure 10 - The **CAIRS PROPERTY VALUATION** selection screen.

If you choose to see property valuation information by Organization, click the **ORGANIZATION** radio button and enter an organization code or range of organization codes in the edit box. You may use the same operators described on page 3. An on-line listing of reporting organizations may be accessed by clicking on the Help icon next to the word, **Organization**.

NOTE

If you leave the **ORGANIZATION** edit box blank, the selection will default to the organization(s) under your jurisdiction.

If you choose to see property valuation information by Operation Type, click the **OPERATION TYPE** radio button and enter an operation type code or a range of types codes in the edit box using the same operators described on page 3. A list of valid operation type codes may be found in *Appendix A*. In addition, an on-line listing can be accessed by clicking on the Help icon next to the words, **Operation Type**.

NOTE

If you leave the **OPERATION TYPE** edit box blank, you will default to all operation types within DOE, not just the operation types for the organizations under your jurisdiction.

If you choose to see property valuation information summarized by All DOE (the default), click the **ALL DOE** radio button. No information is required for the edit box. *In fact, if you enter anything in the edit box, it will be ignored.*

You may indicate the year or years in which you are interested. Enter a year or a year range in the **DATE** edit box using the same operators described on page 3.

NOTE

If you leave the **DATE** edit box blank, the selection will default to the current calendar year.

Once selections are made, they are processed by clicking on either the **FORMATTED REPORT** or **UNFORMATTED REPORT** command button. When one of these command buttons is clicked, the report is generated and displayed on the screen. Sample **CAIRS PROPERTY VALUATION** reports are shown in **Figures 11, 12,** and **13**.

Property Valuation		
Operation Type	Year	Valuation
Security	1996	$118,263,000
SubTotal For OpType		$118,263,000
Total For Query		$118,263,000
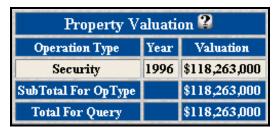
Figure 11 - Sample **CAIRS PROPERTY VALUATION** report by Operation Type (9-Security) for 1996.

Property Valuation		
Org	Year	Valuation
Albuquerque Trans.	1996	$107,803,000
SubTotal For Org		$107,803,000
Total For Query		$107,803,000
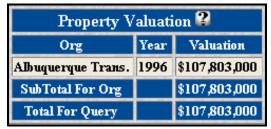
Figure 12 - Sample **CAIRS PROPERTY VALUATION** report by Organization (0502009) for 1996.

Figure 13 - Sample **CAIRS PROPERTY VALUATION** report (partial) for All DOE for 1996.

Step-by-Step

TUTORIAL

Creating a Property Valuation Report

1. Click the **Property Valuation** hyperlink from the **CAIRS BASIC REPORTS** module.

2. Click the appropriate radio button to indicate how you want the information displayed: **ORGANIZATION, OPERATION TYPE**, or **ALL DOE**.

3. If you click either the **ORGANIZATION** or **OPERATION TYPE** radio button, use the associated edit box to indicate the specific organization(s) or operation type(s) you want included in the report.

4. Use the **DATE** edit box to indicate the year(s) in which you are interested.

5. Click the **FORMATTED REPORT** or **UNFORMATTED REPORT** command button. Your report will be displayed on the screen.

Exercise 4

As you work, write down the steps you took. These notes will act as a reminder when you take similar actions in the future.

Create a **CAIRS PROPERTY VALUATION** report for the **Production** Operation Type for 1995.

Experience Reports

Injury/Illness Experience

When you click the **Injury/Illness** experience report link, you will see the screen displayed in **Figure 14** . To access on-line help, simply click the Help icon 🔳 next to the heading, **CAIRS Injury/Illness Experience**.

Figure 14 - The CAIRS INJURY/ILLNESS EXPERIENCE selection screen.

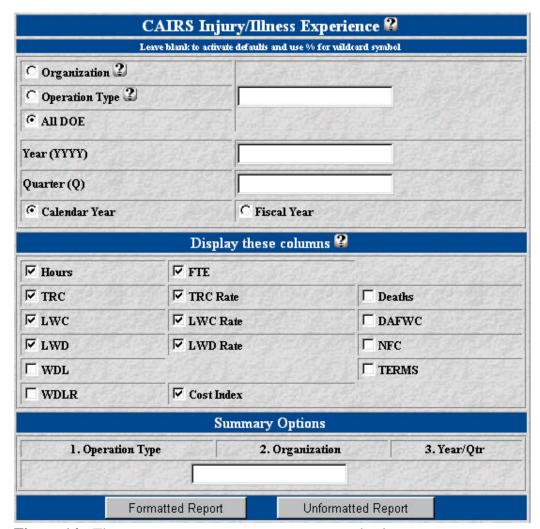The first section of this selection screen allows you to define which reports you want included in the returned list of reports. Radio buttons allow you to specify either organization, operation type, or all DOE. You may also specify the year(s) in which you are interested, along with the quarter (either calendar year or fiscal year quarters).

The **DISPLAY THESE COLUMNS** section of this selection screen allows you to choose the columns you want to include in your report. The **SUMMARY OPTIONS** section of this selection screen allows you to indicate how you want your report summarized: by operation type, organization, year/quarter, or a combination of one or more.

If you choose to see injury/illness experience by Organization, click the **ORGANIZATION** radio button and enter an organization code or range of organization codes in the edit box. You may use the same operators described on page 3. A listing of reporting organizations may be accessed by clicking on the Help icon next to the word, **Organization**.

NOTE   If you leave the **ORGANIZATION** edit box blank, the selection will default to the organization(s) under your jurisdiction.

If you choose to see injury/illness experience by Operation Type, click the **OPERATION TYPE** radio button and enter an operation type code or a range of type codes in the edit box using the same operators described on page 3. A list of valid operation type codes may be found in *Appendix A*. In addition, an on-line listing can be accessed by clicking on the Help icon next to the words, **Operation Type**.

NOTE   If you leave the operation type edit box blank, the selection will default to all operation types within DOE, not just the operation types for the organizations under your jurisdiction.

If you choose to see injury/illness experience summarized by All DOE (the default), click the **ALL DOE** radio button. No information is required for the edit box. *In fact, if you enter anything in the edit box, it will be ignored.*

You may indicate the year or years in which you are interested. Enter a year or a year range in the **YEAR** edit box using the same operators described on page 3.

NOTE   If you leave the **YEAR** edit box blank, the selection will default to the current year.

You may indicate the quarter or quarters in which you are interested and select, via radio buttons, whether you are interested in **CALENDAR YEAR** quarters or **FISCAL YEAR** quarters. Acceptable entries in the **QUARTER** edit box are **1, 2, 3**, or **4**. Enter a quarter or quarter range in the **QUARTER** edit box using the same operators described on page 3.

NOTE   If you leave the **QUARTER** edit box blank, the selection will default to all quarters for the specified year.

The **DISPLAY THESE COLUMNS** section of the **CAIRS INJURY/ILLNESS EXPERIENCE** selection screen allows you to choose the columns you want included in your report. Columns that will be included are identified by check marks in the associated boxes. You may deselect an undesired item by clicking the item's check box to remove the check mark. Definitions for these items may be obtained from **CAIRS ON-LINE HELP**.

NOTE   By default, the report will display the following columns: the number of full-time-equivalent employees (FTE), total hours (Hours), total recordable cases (TRC), total recordable case rate (TRC Rate), number of lost work day cases (LWC), the lost work day case rate (LWC Rate), number of lost work days (LWD), lost work day rate (LWD Rate), and the Cost Index.

The **SUMMARY OPTIONS** section of the **CAIRS INJURY/ILLNESS EXPERIENCE** selection screen allows you to indicate how you want your report summarized: by operation type, organization, or year/quarter. Use the **SUMMARY OPTIONS** edit box to indicate how you want the report summarized. For example, if you want your report summarized by organization only, you would type **2** in the edit box. You may also specify multiple summary levels. For example, if you want your report summarized first by organization and then by year/qtr, you would type **2,3** in the edit box.

Once selections are made, they are processed by clicking on either the **FORMATTED REPORT** or **UNFORMATTED REPORT** command button. When one of these command buttons is clicked, the report is generated and displayed on the screen.

A sample **CAIRS INJURY/ILLNESS EXPERIENCE** report is displayed in **Figure 15**. To create this report, the following items were chosen at the **CAIRS INJURY/ILLNESS EXPERIENCE** selection screen:

Organization: 050%
Year: 1996
Summary Options: 2 (Organization)

All other selection items were left at the default.

Organization	Year-Qtr	FTE	Hours	TRC	TRC Rate	LWC	LWC Rate	LWD	LWD Rate	Cost Index
Albuq. Field Office	1996-1	744	372,033	0	0.0	0	0.0	0	0.0	0.00
Albuq. Field Office	1996-2	861	430,568	2	0.9	1	0.5	1	0.5	1.16
Albuq. Field Office	1996-3	727	363,300	2	1.1	1	0.6	1	0.6	1.38
Albuq. Field Office	1996-4	696	347,924	1	0.6	0	0.0	0	0.0	0.57
Total for Albuq. Field Office			1,513,825	5	0.7	2	0.3	2	0.3	0.79
Alb. Off. Serv. Subs	1996-1	31	15,399	1	13.0	1	13.0	3	39.0	32.47
Alb. Off. Serv. Subs	1996-2	33	16,416	2	24.4	2	24.4	3	36.5	42.64
Alb. Off. Serv. Subs	1996-3	34	17,194	0	0.0	0	0.0	0	0.0	0.00
Alb. Off. Serv. Subs	1996-4	34	17,136	0	0.0	0	0.0	0	0.0	0.00
Total for Alb. Off. Serv. Subs			66,145	3	9.1	3	9.1	6	18.1	18.14
Albuquerque Trans.	1996-1	454	227,079	12	10.6	11	9.7	987	869.3	302.27
Albuquerque Trans.	1996-2	517	258,430	9	7.0	8	6.2	398	308.0	96.66
Albuquerque Trans.	1996-3	447	223,313	4	3.6	4	3.6	149	133.4	60.10
Albuquerque Trans.	1996-4	413	206,700	3	2.9	2	1.9	85	82.2	44.03
Total for Albuquerque Trans.			915,522	28	6.1	25	5.5	1,619	353.7	126.86
DOE Cntrl Trng Acad	1996-1	100	49,785	6	24.1	1	4.0	26	104.4	44.99
DOE Cntrl Trng Acad	1996-2	102	50,879	1	3.9	0	0.0	0	0.0	3.93
DOE Cntrl Trng Acad	1996-3	100	49,799	1	4.0	1	4.0	9	36.1	22.09
DOE Cntrl Trng Acad	1996-4	97	48,419	1	4.1	1	4.1	98	404.8	137.14
Total for DOE Cntrl Trng Acad			198,882	9	9.1	3	3.0	133	133.7	51.19
Total For Query			2,694,374	45	3.3	33	2.4	1,760	130.6	47.77

CAIRS Injury/Illness Experience (Calendar Year)

Figure 15 - Sample **CAIRS INJURY/ILLNESS EXPERIENCE** report

Creating a CAIRS Injury/Illness Experience Report

TUTORIAL

1.   Click the **Injury/Illness** hyperlink from the **CAIRS BASIC REPORTS** module.

2.   Click the appropriate radio button to indicate which reports you want included in the returned list of reports: **ORGANIZATION, OPERATION TYPE**, or **ALL DOE**.

3.   If you click either the **ORGANIZATION** or **OPERATION TYPE** radio button, use the associated edit box to indicate the specific organization(s) or operation type(s) you want included in the report.

4.   Use the **YEAR** and **QUARTER** edit boxes to indicate the years and quarters in which you are interested. In addition, click either **CALENDAR YEAR** or **FISCAL YEAR**.

5.   Click the column check boxes to place check marks to indicate the columns you want included in your report.

6.   Use the **SUMMARY OPTIONS** edit box to indicate how you want the report to be summarized: **OPERATION TYPE, ORGANIZATION, YEAR/QTR**, or a combination.

7.   Click the **FORMATTED REPORT** or **UNFORMATTED REPORT** command button. Your report will be displayed on the screen.

Exercise 5

As you work, write down the steps you took. These notes will act as a reminder when you take similar actions in the future.

Create a **CAIRS INJURY/ILLNESS EXPERIENCE** report for All DOE that includes calendar years 1994 through 1996 (all quarters). In addition to the columns that are displayed by default, include work days lost and work days lost restricted. Summarize your report by Operation Type.

Property Experience

When you click the **Property** experience report link, you will see the screen displayed in
Figure 16. To access on-line help, simply click the Help icon 🔳 next to the heading,
CAIRS Property Damage Experience.
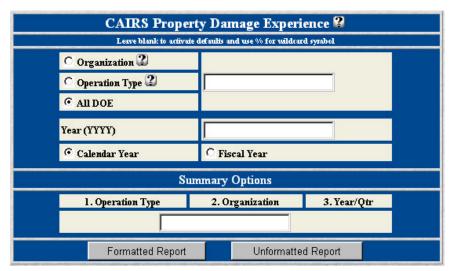
Figure 16 - CAIRS PROPERTY DAMAGE EXPERIENCE selection screen.

This screen is very similar to the **INJURY/ILLNESS EXPERIENCE** selection screen, except you
will not be choosing columns to include in your report. Refer to **Figure 17** to see what
columns are, by default, included in the **CAIRS PROPERTY DAMAGE EXPERIENCE** report.

The first section of this selection screen allows you to define which reports you want
included in the returned list of reports. Radio buttons allow you to specify either
organization, operation type, or all DOE. You may specify the year(s) in which you are
interested. You may also specify, via radio buttons, either calendar or fiscal year. The
SUMMARY OPTIONS section of this screen allows you to indicate how you want your report
summarized: by operation type, organization, year/quarter, or a combination of one or
more.

If you choose to see property experience by Organization, click the **ORGANIZATION** radio
button and enter an organization code or range of organization codes in the edit box. You
may use the same operators described on page 3. A listing of reporting organizations may
be accessed by clicking on the Help icon 🔳 next to the word, **Organization**.

If you leave the **ORGANIZATION** edit box blank, the selection will default to the organization(s) under your jurisdiction.

If you choose to see property experience by Operation Type, click the **OPERATION TYPE** radio button and enter an operation type code or a range of type codes in the edit box using the same operators described on page 3. A list of valid operation type codes may be found in *Appendix A*. In addition, an on-line listing can be accessed by clicking on the Help icon [?] next to the words, **Operation Type**.

If you leave the **OPERATION TYPE** edit box blank, the selection will default to all operation types within DOE, not just the operation types for the organizations under your jurisdiction.

If you choose to see property experience summarized by All DOE (the default), click the **ALL DOE** radio button. No information is required for the edit box. *In fact, if you enter anything in the edit box, it will be ignored.*

You may indicate the year or years in which you are interested. Enter a year or a year range in the **YEAR** edit box using the same operators described on page 3. Also, click either **CALENDAR YEAR** or **FISCAL YEAR**.

If you leave the **YEAR** edit box blank, the selection will default to the current year. Also note that **CALENDAR YEAR** is selected as the default.

The **SUMMARY OPTIONS** section of the **CAIRS PROPERTY DAMAGE EXPERIENCE** selection screen allows you to indicate how you want your report summarized: by operation type, organization, or year/quarter. Use the **SUMMARY OPTIONS** edit box to indicate how you want the report summarized. For example, if you want your report summarized by organization only, you would type **2** in the edit box. You may also specify multiple summary levels. For example, if you want your report summarized first by organization and then by year/qtr, you would type **2,3** in the edit box.

Once selections are made, they are processed by clicking on either the **FORMATTED REPORT** or **UNFORMATTED REPORT** command button. When one of these command buttons is clicked, the report is generated and displayed on the screen.

A sample **CAIRS PROPERTY DAMAGE EXPERIENCE** report is displayed in **Figure 17**. To create this report, the following items were chosen at the **CAIRS PROPERTY DAMAGE EXPERIENCE** selection screen:

All DOE
Year: Between 1994 and 1996
Summary Options: 3 (Year/Qtr)

All other selection items were left at the default.

All DOE	Year-Qtr	Fire Events	Government Fire Loss	Fire Loss Rate	Non-Fire Events	Government Non-Fire Loss	Non-Fire Loss Rate	Total Events	Total Government Loss	Total Loss Rate	Total Valuation (in $1,000's)
	1994-1	4	257,608	0.02	16	181,483	0.01	20	439,091	0.03	125,822,353
	1994-2	3	34,960	0.00	14	537,808	0.04	17	572,768	0.05	125,822,353
	1994-3	11	255,789	0.02	20	322,376	0.03	31	578,165	0.05	125,822,353
	1994-4	1	8,000	0.00	14	828,266	0.07	15	836,266	0.07	125,822,353
Total for 1994		19	556,357	0.04	64	1,869,933	0.15	83	2,426,290	0.19	125,822,353
	1995-1	3	14,669	0.00	18	128,933	0.01	21	143,602	0.01	120,579,983
	1995-2	4	38,048	0.00	18	453,779	0.04	22	491,827	0.04	120,579,983
	1995-3	6	153,447	0.01	17	257,995	0.02	23	411,442	0.03	120,579,983
	1995-4	3	18,099	0.00	10	71,039	0.01	13	89,138	0.01	120,579,983
Total for 1995		16	224,263	0.02	63	911,746	0.08	79	1,136,009	0.09	120,579,983
	1996-1	4	237,000	0.02	9	1,781,431	0.16	13	2,018,431	0.18	113,728,495
	1996-2	1	23,000	0.00	6	793,479	0.07	7	816,479	0.07	113,728,495
	1996-3	2	22,950	0.00	5	128,753	0.01	7	151,703	0.01	113,728,495
	1996-4	4	21,780	0.00	5	949,687	0.08	9	971,467	0.09	113,728,495
Total for 1996		11	304,730	0.03	25	3,653,350	0.32	36	3,958,080	0.35	113,728,495
Total For Query		46	1,085,350	0.03	152	6,435,029	0.18	198	7,520,379	0.21	360,130,831

Figure 17 - Sample **CAIRS PROPERTY DAMAGE EXPERIENCE** report.

| Step-by-Step | **Creating a CAIRS Property Damage Experience Report** |

TUTORIAL

1.   Click the **Property** hyperlink from the **CAIRS BASIC REPORTS** module.

2.   Click the appropriate radio button to indicate which reports you want included in the returned list of reports: **ORGANIZATION, OPERATION TYPE**, or **ALL DOE**.

3.   If you click either the **ORGANIZATION** or **OPERATION TYPE** radio button, use the associated edit box to indicate the specific organization(s) or operation type(s) you want included in the report.

4.   Use the **YEAR** edit box to indicate the year(s) in which you are interested. In addition, click either **CALENDAR YEAR** or **FISCAL YEAR**.

5.   Use the **SUMMARY OPTIONS** edit box to indicate how you want the report to be summarized: **OPERATION TYPE, ORGANIZATION, YEAR/QTR**, or a combination.

6.   Click the **FORMATTED REPORT** or **UNFORMATTED REPORT** command button. Your report will be displayed on the screen.

Exercise 6

As you work, write down the steps you took. These notes will act as a reminder when you take similar actions in the future.

Create a **CAIRS PROPERTY DAMAGE EXPERIENCE** report for All DOE for fiscal years 1994 through 1996. Summarize your report by Year.

Vehicle Experience

When you click the __Vehicle__ experience report link, you will see the screen displayed in
Figure 18. To access on-line help, simply click the Help icon [?] next to the heading,
CAIRS Vehicle Experience.
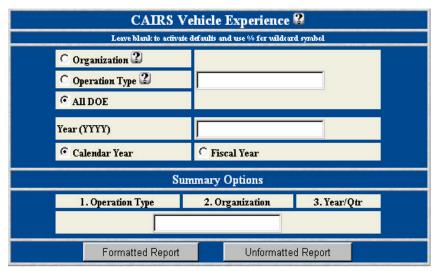
Figure 18 - CAIRS VEHICLE EXPERIENCE selection screen.

This screen is *identical* to the **CAIRS PROPERTY EXPERIENCE** selection screen. See the
previous section for information on how to make selections from this screen.

Once selections are made, they are processed by clicking on either the **FORMATTED
REPORT** or **UNFORMATTED REPORT** command button. When one of these command buttons
is clicked, the report is generated and displayed on the screen.

A sample **CAIRS VEHICLE EXPERIENCE** report is displayed in **Figure 19**. To create this report, the following items were chosen at the **CAIRS INJURY/ILLNESS EXPERIENCE** selection screen:

Organization: 0502%
Year: 1996
Summary Options: 2 (Organization)

All other selection items were left at the default.

Organization	Year-Qtr	Conv	Occur	Miles	Accident Rate	Government Loss	Other Loss	Total Loss	Government Loss Rate
Albuquerque Trans.	1996-1	189	0	1,097,840	0.0	0	0	0	0.00
Albuquerque Trans.	1996-2	196	0	1,380,513	0.0	0	0	0	0.00
Albuquerque Trans.	1996-3	196	0	1,304,408	0.0	0	0	0	0.00
Albuquerque Trans.	1996-4	196	0	993,949	0.0	0	0	0	0.00
Total for Albuquerque Trans.			0	4,776,710	0.0	0	0	0	0.00
DOE Cntrl Trng Acad	1996-1	14	0	15,067	0.0	0	0	0	0.00
DOE Cntrl Trng Acad	1996-2	15	0	15,769	0.0	0	0	0	0.00
DOE Cntrl Trng Acad	1996-3	14	0	18,534	0.0	0	0	0	0.00
DOE Cntrl Trng Acad	1996-4	14	0	15,919	0.0	0	0	0	0.00
Total for DOE Cntrl Trng Acad			0	65,289	0.0	0	0	0	0.00
Total For Query			0	4,841,999	0.0	0	0	0	0.00

CAIRS Vehicle Experience (Calendar Year)

Figure 19 - Sample **CAIRS VEHICLE EXPERIENCE** report.

Creating a CAIRS Vehicle Experience Report

TUTORIAL

1.   Click the **Vehicle** hyperlink from the **CAIRS BASIC REPORTS** module.

2.   Click the appropriate radio button to indicate which reports you want included in the returned list of reports: **ORGANIZATION, OPERATION TYPE**, or **ALL DOE**.

3.   If you click either the **ORGANIZATION** or **OPERATION TYPE** radio button, use the associated edit box to indicate the specific organization(s) or operation type(s) you want included in the report.

4.   Use the **YEAR** edit box to indicate the year(s) in which you are interested. In addition, click either **CALENDAR YEAR** or **FISCAL YEAR**.

5.   Use the **SUMMARY OPTIONS** edit box to indicate how you want the report to be summarized: **OPERATION TYPE, ORGANIZATION, YEAR/QTR**, or a combination.

6.   Click the **FORMATTED REPORT** or **UNFORMATTED REPORT** command button. Your report will be displayed on the screen.

Exercise 7

As you work, write down the steps you took. These notes will act as a reminder when you take similar actions in the future.

Create a **CAIRS VEHICLE EXPERIENCE** report for the Chicago Operations for calendar year 1995. Summarize your report by Organization.

Property Damage Descriptions

When you click the **Property Damage Descriptions** hyperlink, you will see the screen displayed in **Figure 20**. To access on-line help, simply click the Help icon [?] next to the heading, **CAIRS Property Damage Description Report**.

Figure 20 - CAIRS PROPERTY DAMAGE DESCRIPTION selection screens.

The **ORGANIZATION** edit box allows you to enter an organization or a range of organizations using the same operators described on page 3. A listing of reporting organizations may be accessed by clicking on the Help icon [?] next to the word, **Organization**.

NOTE

If you leave the **ORGANIZATION** edit box blank, the selection will default to all organizations under your jurisdiction.

The **OP TYPE** drop down menu allows you to select **All Operation Types** (the default) or one or more specific operation types. To select operation types that are contiguous (e.g., **Decommissioning** and **Government**), hold down the *Shift* key while pressing the left mouse button. To select operation types that are non-contiguous (e.g., **Decommissioning** and **Production**), hold down the *Ctrl* key while pressing the left mouse button.

NOTE

The Boolean logic operator applied between operation type selections is *OR* (e.g., Decommissioning *OR* Government *OR* Production).

You may indicate the year or years in which you are interested. Enter a year or year range in the **YEAR** edit box using the same operators described on page 3. Note that you have the option of selecting, via radio buttons, either the **CALENDAR** or **FISCAL** year.

NOTE If you leave the **YEAR** edit box blank, the selection will default to all years.

The **SUMMARY OPTIONS** section of the **CAIRS PROPERTY DAMAGE DESCRIPTIONS** selection screen allows you to indicate how you want your report summarized: by organization, operation type (Op Type) or property vehicle (P/V) code. Use the associated check boxes to indicate how you want the report summarized. Multiple selections are allowed.

Once selections are made, they are processed by clicking on either the **FORMATTED REPORT** or **UNFORMATTED REPORT** command button. When one of these command buttons is clicked, the report is generated and displayed on the screen.

A sample **CAIRS PROPERTY DAMAGE DESCRIPTIONS** report is displayed in **Figure 21**. To create this report, the following items were chosen at the **CAIRS PROPERTY DAMAGE DESCRIPTION** selection screen:

Organization: 6509001
Year: 1995 or 1996
Op Type: All operation Types
Summary Options: Op Type

All other selection items were left at the default.

DOE Property Damage Description by Field Organization					
Losses of $1,000 or more					
Power Administrations					
Org Code	Op Type	P/V Code	Accident Date	Dollar Loss	Accident Description
Western Area Power	Government	F1	05/16/1995	$3,500	$3500 Linear Energy damage to (Unspecified Target).
Western Area Power	Government	F1	11/02/1995	$1,370	$1370 Linear Energy damage to (Unspecified Target).
Western Area Power	Government	C1	04/13/1996	$18,000	$18000 Wind damage to (Unspecified Target).
Western Area Power	Government	F1	07/25/1996	$8,421	$8421 Linear Energy damage to (Unspecified Target).
Western Area Power	Government	F1	09/07/1996	$16,000	$16000 Linear Energy damage to (Unspecified Target).
Western Area Power	Government	F1	09/17/1996	$25,511	$25511 Linear Energy damage to (Unspecified Target).
Total				$72,802	
Maximum				$25,511	
Average				$12,134	
Minimum				$1,370	
Number of Occurrences				6	
Field Office Summary					
Field Office Total				$72,802	
Maximum				$25,511	
Average				$12,134	
Minimum				$1,370	
Number of Occurrences				6	

Figure 21 - Sample **CAIRS PROPERTY DAMAGE DESCRIPTION** report.

Creating a CAIRS Property Damage Descriptions Report

TUTORIAL

1.   Click the **Property Damage Descriptions** hyperlink from the **CAIRS BASIC REPORTS** module.

2.   Use the applicable edit boxes to specify organization(s) and year(s), and select one or more Operation Types from the drop down menu. Also, click either **CALENDAR** or **FISCAL** year.

3.   Click the appropriate check boxes to indicate how you want your report summarized.

4.   Click the **FORMATTED REPORT** or **UNFORMATTED REPORT** command button. Your report will be displayed on the screen.

Exercise 8

As you work, write down the steps you took. These notes will act as a reminder when you take similar actions in the future.

Create a **CAIRS PROPERTY DAMAGE DESCRIPTIONS** report for all Research operations for calendar year 1995. Summarize your report by P/V code.

Profiles

When you click the **Profiles** link, you will see the screen displayed in **Figure 22**. To access on-line help, simply click the Help icon ❓ next to the heading, **CAIRS Statistical Profiles**.
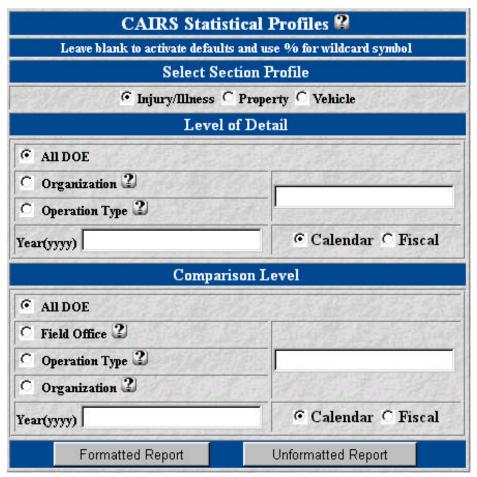

Figure 22 - The **CAIRS STATISTICAL SUMMARY PROFILES** selection screen.

From this selection screen, you may indicate how you wish to view statistical summary profiles. Use the radio buttons in the **SELECT SECTION PROFILE** section to indicate whether your profile is for **Injury/Illness, Property**, or **Vehicle**.

In the **LEVEL OF DETAIL** section, you may choose to see CAIRS Profiles by All DOE, (the default), Organization, or Operation Type. You may also specify a particular year or range of years to include in the report utilizing the **YEAR** edit box.

If you choose to see All DOE, click the **ALL DOE** radio button. No information is required for the edit box. *In fact, if you enter anything in the edit box, it will be ignored.*

If you choose to see information by Organization, click the **ORGANIZATION** radio button and enter an organization code or range of organization codes in the edit box using the same operators described on page 3. A listing of reporting organizations may be accessed by clicking on the Help icon ![help] next to the word, **Organization**.

NOTE   If you leave the **ORGANIZATION** edit box blank, the selection will default to the organizations under your jurisdiction.

If you choose to see information by Operation Type, click the **OPERATION TYPE** radio button and enter an operation type code or range of type codes in the edit box using the same operators described on page 3. A list of valid Operation Type codes can be found in *Appendix A*. In addition, an on-line listing can be accessed by clicking on the Help icon ![help] next to the words, **Operation Type**.

NOTE   If you leave the **OPERATION TYPE** edit box blank, the selection will default to all operation types within DOE, not just the operation types under your jurisdiction.

You may indicate the year or years in which you are interested. Enter a year or year range in the **YEAR** edit box using the same operators described on page 3.

NOTE   If you leave the **YEAR** edit box blank, the selection will default to the current year and previous five years.

The **COMPARISON LEVEL** section of the **CAIRS STATISTICAL PROFILES** selection screen allows you to choose what you wish to compare to: All DOE, Field Office, Operation Type, or Organization.

If you choose to see comparison information for All DOE, (the default), click the **ALL DOE** radio button.

If you choose to see comparison information by Field Office, click the **FIELD OFFICE** radio button and enter a field office code or field office code range in the edit box using the same operators described on page 3. A list of valid Field Office codes may be found in *Appendix A*. In addition, an on-line listing can be accessed by clicking on the Help icon ![help] next to the words, **Field Office**.

NOTE   If you leave the **FIELD OFFICE** edit box blank, the selection will default to the field office(s) for the organizations under your jurisdiction.

If you choose to see comparison information by Operation Type, click the **OPERATION TYPE** radio button and enter an operation type code or range of type codes in the edit box using the same operators described on page 3. A list of valid Operation Type codes may be found in *Appendix A*. In addition, an on-line listing can be accessed by clicking on the Help icon next to the words, **Operation Type**.

NOTE   If you leave the **OPERATION TYPE** edit box blank, the selection will default to all operation types within DOE, not just the operation types under your jurisdiction.

If you choose to see comparison information by Organization, click the **ORGANIZATION** radio button and enter an organization code or an organization code range in the edit box using the same operators described on page 3. A listing of reporting organizations may be accessed by clicking on the Help icon next to the word, **Organization**.

NOTE   If you leave the **ORGANIZATION** edit box blank, the selection will default to the organizations under your jurisdiction.

You may indicate the year or years in which you are interested. Enter a year or year range in the **YEAR** edit box using the same operators described on page 3.

NOTE   If you leave the **YEAR** edit box blank, the selection will default to the previous five years.

Once selections are made, they are processed by clicking on either the **FORMATTED REPORT** or **UNFORMATTED REPORT** command button. When one of these command buttons is clicked, the report is generated and displayed on the screen.

A sample **CAIRS STATISTICAL SUMMARY PROFILE** report is displayed in **Figure 23**. To create this report, the following items were chosen at the **CAIRS STATISTICAL PROFILE** selection screen:

Level of Detail:
Organization: 350%
Year: 1996

Comparison Level: All DOE
Year: between 1991 and 1995

All other selection items were left at the default.

Organization(s) : 350% Statistical Summary Profile															
Injury/Illness Summary (Calendar Year)															
Year	FTEs	Work Hours	TRC	TRC Rate	Illness Cases	Illness Cases Rate	LWC	LWC Rate	WDL	WDLR	Total LWD	LWD Rate	NFC	Deaths	
1996	3,163	6,325,391	97	3.1	11	0.35	53	1.7	408	1,485	1,893	59.9	44	0	
1991-1995 Avg.	6,163	12,326,201	363	5.9	36	0.58	180	2.9	6,017	2,540	8,557	138.8	182	1.0	
Comparing Organization: All DOE															
1991-1995 Avg.	175,508	351,015,383	6,525	3.7	1,124	0.64	3,079	1.8	41,774	51,651	93,424	53.2	3,440	7.0	

Figure 23 - Sample **CAIRS STATISTICAL SUMMARY PROFILE** report (partial).

For an explanation of column headings in **CAIRS STATISTICAL SUMMARY PROFILE** reports, see **CAIRS ON-LINE HELP**.

Creating a CAIRS Statistical Summary Profile Report

TUTORIAL

1. Click the **Profiles** hyperlink from the **CAIRS BASIC REPORTS** module.

2. In the **SELECT SECTION PROFILE** section, click either the **INJURY/ILLNESS, PROPERTY,** or **VEHICLE** radio button.

3. In the **LEVEL OF DETAIL** section, click the appropriate radio button to indicate either **ALL DOE**, **ORGANIZATION**, or **OPERATION TYPE**.

4. If you select either the **ORGANIZATION** or **OPERATION TYPE** radio button, use the associated edit box to indicate the specific organization(s) or operation type(s) you want included in the report.

5. Use the **YEAR** edit box to indicate the year(s) in which you are interested.

6. In the **COMPARISON LEVEL** section, click the appropriate radio button to indicate that you want to compare to either **ALL DOE**, **FIELD OFFICE**, **OPERATION TYPE**, or **ORGANIZATION**.

7. If you select either the **FIELD OFFICE, OPERATION TYPE**, or **ORGANIZATION** radio button, use the associated edit box to indicate the specific field office(s), organization(s) or operation type(s) you want included in the report.

8. Use the **YEAR** edit box to indicate the year(s) in which you are interested.

9. Click the **FORMATTED REPORT** or **UNFORMATTED REPORT** command button. Your report will be displayed on the screen.

Exercise 9

As you work, write down the steps you took. These notes will act as a reminder when you take similar actions in the future.

Create a **CAIRS STATISTICAL SUMMARY PROFILE** report that compares 1996 Property loss information for all Research organizations to All DOE for 1991 through 1995.

Appendix A - Valid Codes

Field Office Codes

05 Albuquerque Operations
10 Chicago Operations
15 DOE Headquarters
20 Energy Technology Centers
28 Golden Field Office
30 Idaho Operations
35 Nevada Operations
40 Oak Ridge Operations
45 Ohio Field Office
50 Naval Petroleum Reserves
60 Pittsburgh N.R. Office
65 Power Administrations
75 Richland Operations
77 Rocky Flats Office
80 Oakland Operations
85 Savannah River Operations
90 Schenectady N.R. Office
95 SSC Project
96 Strategic Petroleum Reserves
97 Yucca Mountain Project

Operation Type Codes

1 = Government
2 = Production
3 = Research
4 = Services
5 = Cost Plus Construction
6 = Lump Sum Construction
7 = Architectural/Engineering
8 = Oil & Gas
9 = Security

Exercise Solutions

Exercise 1

1. Create a **DOE F 5484.3** report that lists all 5484.3 forms for your organization where the occurrence date was during either 1995 or 1996.
    a. Click the <u>**DOE F 5484.3**</u> hyperlink from the **CAIRS BASIC REPORTS** module.
    b. In the **ORGANIZATION** edit box, type your organization number
    c. In the **DATE** edit box, type the following: **1995% or 1996%**.
    d. Click the **FORMATTED REPORT** (or **UNFORMATTED REPORT)** command button.

2. How many 5484.3 reports were submitted by your organization where the date of occurrence was during July or August 1996?
    a. In the **ORGANIZATION** edit box, type your organization number
    b. In the **DATE** edit box, type the following: **between 19960701 and 19960831**.
    c. Click the **COUNT CASES** command button. (The number of cases selected will be displayed.)

Exercise 2

1. Create a **CAIRS WORKHOURS AND VEHICLE USAGE** report, by Summary, that summarizes All DOE for 1995 and 1996.
    a. Click the **Workhours and Vehicle Usage <u>by Summary</u>** hyperlink from the **CAIRS BASIC REPORTS** module.
    b. Click the **ALL DOE** radio button.
    c. In the **DATE** edit box, type the following: **1995 or 1996**.
    d. Click the **FORMATTED REPORT** (or **UNFORMATTED REPORT)** command button.

2. Create a **CAIRS WORKHOURS AND VEHICLE USAGE** report, by Summary, that summarizes the **Research** Operation Type for 1994.
    a. Click the **Workhours and Vehicle Usage <u>by Summary</u>** hyperlink from the **CAIRS BASIC REPORTS** module.
    b. Click the **OPERATION TYPE** radio button, and type **3** in the associated edit box.
    c. In the **DATE** edit box, type **1994**.
    d. Click the **FORMATTED REPORT (**or **UNFORMATTED REPORT)** command button.

Exercise 3

Create a **CAIRS WORKHOURS AND VEHICLE USAGE** report, by organization, that provides information for your organization for 1994 and 1996.
a. Click the **Workhours and Vehicle Usage by Organization** hyperlink from the **CAIRS BASIC REPORTS** module.
b. In the **ORGANIZATION** edit box, type your organization number.
c. In the **DATE** edit box, type the following: **1994 or 1996**.
d. Click the **FORMATTED REPORT (**or **UNFORMATTED REPORT)** command button.

Exercise 4

Create a **CAIRS PROPERTY VALUATION** report for the **Production** Operation Type for 1995.
a. Click the **Property Valuation** hyperlink from the **CAIRS BASIC REPORTS** module.
b. Click the **OPERATION TYPE** radio button, and type **2** in the associated edit box.
c. In the **DATE** edit box, type **1995.**
d. Click the **FORMATTED REPORT (**or **UNFORMATTED REPORT)** command button.

Exercise 5

Create a **CAIRS INJURY/ILLNESS EXPERIENCE** report for All DOE that includes calendar years 1994 through 1996 (all quarters). In addition to the columns that are displayed by default, include work days lost and work days lost restricted. Summarize your report by Operation Type.
a. Click the **Injury/Illness** hyperlink from the **CAIRS BASIC REPORTS** module.
b. Click the **ALL DOE** radio button.
c. In the **YEAR** edit box, type **Between 1994 and 1996**
d. In the **DISPLAY THESE COLUMNS** section, click **WDL** and **WDLR** check boxes.
e. In the **SUMMARY OPTIONS** section edit box, type **1**.
f. Click the **FORMATTED REPORT** (or **UNFORMATTED REPORT)** command button.

Exercise 6

Create a **CAIRS PROPERTY EXPERIENCE** report for the All DOE for fiscal years 1994 through 1996. Summarize your report by Year.
a. Click the **Property** hyperlink from the **CAIRS BASIC REPORTS** module.
b. Click the **ALL DOE** radio button.
c. In the **YEAR** edit box, type **between 1994 and 1996**.
d. Click the **FISCAL YEAR** radio button.
e. In the **SUMMARY OPTIONS** section edit box, type **3**.
f. Click the **FORMATTED REPORT (**or **UNFORMATTED REPORT**) command button.

Exercise 7

Create a **CAIRS VEHICLE EXPERIENCE** report for the Chicago Operations for calendar year 1995. Summarize your report by Organization.
a. Click the **Vehicle** hyperlink from the **CAIRS BASIC REPORTS** module.
b. Click the **ORGANIZATION** radio button, and type **10%** in the associated edit box.
c. In the **YEAR** edit box, type **1995**.
d. Click the **CALENDAR YEAR** radio button.
e. In the **SUMMARY OPTIONS** section edit box, type **2**.
f. Click the **FORMATTED REPORT (**or **UNFORMATTED REPORT)** command button.

Exercise 8

Create a **CAIRS PROPERTY DAMAGE DESCRIPTIONS** report for all Research operations for calendar year 1995. Summarize your report by P/V code.

a. Click the **Property Damage Descriptions** hyperlink from the **CAIRS BASIC REPORTS** module.
b. In the **ORGANIZATION** edit box, type **%**.
c. Select **Research** from the **OP TYPE** drop down menu.
d. In the **YEAR** edit box, type **1995.**
e. Click the **ORGANIZATION** check box to deselect it. Click the **P/V CODE** check box to select it.
f. Click the **FORMATTED REPORT (**or **UNFORMATTED REPORT)** command button.

Exercise 9

Create a **CAIRS STATISTICAL SUMMARY PROFILE** report that compares 1996 Property loss information for all Research organizations to All DOE for 1991 through 1995.

a. Click the **Profiles** hyperlink from the **CAIRS BASIC REPORTS** module.
b. In the **SELECT SECTION PROFILE** section, click the **PROPERTY** radio button.
c. In the **LEVEL OF DETAIL** section, click **OPERATION TYPE,** and type **3** in the associated edit box.
d. In the **YEAR** edit box, type **1996**.
e. In the **COMPARISON LEVEL** section, click the **ALL DOE** radio button.
f. In the **YEAR** edit box, type **between 1991 and 1995**.
g. Click the **FORMATTED REPORT** (or **UNFORMATTED REPORT)** command button.